

**The Corporation of the Township of**

**North Kawartha**

**By-Law # 23/12**

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**Being a by-law of the Corporation of the Township of North Kawartha to adopt a Policy For Use Of the North Kawartha Council Chambers/Boardroom and the North Kawartha Multi-Purpose Rooms.**

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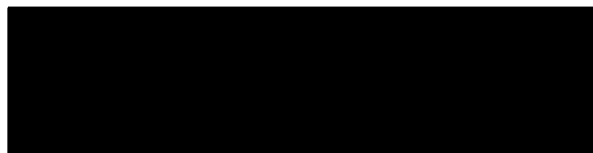
**Whereas** under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, provides a Municipality has the capacity, rights, powers and privileges of a natural person;

**And Whereas** the Council of the Corporation of the Township of North Kawartha deems it desirable to adopt a policy for use of the North Kawartha Council Chambers/Boardroom and the North Kawartha Multi-Purpose Rooms at the North Kawartha Health Centre and the North Kawartha Library.

**Now Therefore** the Council of the Corporation of the Township of North Kawartha hereby enacts as follows:

1. That the policy for Use of Council Chambers/Boardroom and Multi-Purpose Rooms shall be attached hereto as Schedule "A" and form part of this by-law;
2. That any of the prescribed provisions of this by-law may be modified by resolution of Council where it is established that strict compliance with the terms hereof would be unnecessary, inapplicable, or inappropriate in the circumstances;
3. That By-Law #14/07 and any provisions of any policies contrary to this by-law be hereby repealed.

**Read a First, Second and Third time and passed in Open Council this 3<sup>rd</sup> day of April, 2012.**



Jim Whelan, Reeve



Connie Parent, Clerk

## Township of North Kawartha

### Schedule "A" - By-Law # 23 /12

#### Use of Council Chambers/Boardroom and Multi-Purpose Rooms

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**Purpose:** To establish a Policy for use of the Council Chambers/Boardroom in the Municipal Administration Building and the Multi-Purpose rooms in the North Kawartha Health Centre and the North Kawartha Library.

#### **North Kawartha Council Chambers/Boardroom:**

It shall be the policy of the Township of North Kawartha to reserve use of the Council Chambers and Board room for activities such as meetings, hearings, workshops, open houses, award ceremonies and luncheons carried out by the following government agencies and organizations:

Municipal Council & Council Appointed Committees  
Municipal Service Boards(Police Services Board/Library Board)  
Municipal Staff  
Upper Tier Municipal Governments (County)  
Professional Municipal Associations (PCMMCT)  
Federal/Provincial Ministries & Agencies (Ontario Municipal Board/Assessment Review Board)  
Associations or Organizations providing a Municipal Service (GPAEDC, PCCEMC etc...)

**Municipal Meetings of Council and Committees have priority status and shall pre-empt all other scheduled activities.**

#### **North Kawartha Health Centre Multi-Purpose Room:**

It shall be the policy of the Township of North Kawartha to reserve use of the Multi-Purpose Room at the North Kawartha Health Centre for purposes or activities deemed beneficial to the physical and/or mental health and wellness of the citizens and ratepayers of the North Kawartha Community. Users of the Multi-Purpose Room include the following:

Medical Professionals  
Professional Associations, Organizations or Groups

#### **North Kawartha Library Multi-Purpose Rooms:**

It shall be the policy of the Township of North Kawartha to reserve use of the Multi-Purpose Rooms for purposes or activities deemed beneficial to the citizens and ratepayers of the North Kawartha Community.

**Multi-Purpose Rooms are not available for operation of private businesses carrying out activities for profit such as hairstyling, cosmetology etc...**

### **Criteria for Use:**

The following criteria shall be adhered to by those using the space:

- ◆ the user shall complete Form 1 attached to this policy and submit to the Chief Administrative Officer of the Township of North Kawartha for approval;
- ◆ if required, the key for the building will be picked up from the Municipal Office on the day of the function or if the function is on the week-end the key may be picked up on Friday (the key may be dropped off in the mail slot at the Municipal Administrative Building)
- ◆ the user is responsible for the supply of any food, beverage or other materials or equipment they may require for their activity;
- ◆ all garbage must be disposed of;
- ◆ each room shall be left in the condition that it was in when the occupants commenced use;
- ◆ if the above is not complied with, the user will be required to reimburse the Municipality for clearing costs at a minimum of \$15.00 plus any additional costs
- ◆ the user is responsible for any damages to the building or property that may occur as a result of the use.

### **Municipal Rights:**

- ◆ The Municipality reserves the right to deny use of the space if any activities are of a partisan or inappropriate nature.
- ◆ The Municipality reserves the right to cancel or reschedule any user should the space be required for special municipal meetings or emergency purposes.

# Township of North Kawartha

## Form 1 – Request for Use of Council Chambers/Boardroom/Multi-Purpose Rooms

### Policy for Use of Council Chambers/Boardroom and Multi-Purpose Rooms in the North Kawartha Health Centre and North Kawartha Library

#### North Kawartha Council Chambers/Boardroom:

It shall be the policy of the Township of North Kawartha to reserve use of the Council Chambers/Boardroom for activities such as meetings, hearings, workshops, open houses, award ceremonies and luncheons carried out by government agencies and organizations.

**Municipal Meetings of Council and Committees have priority status and shall pre-empt all other scheduled activities.**

#### North Kawartha Health Centre Multi-Purpose Room:

It shall be the policy of the Township of North Kawartha to reserve use of the Multi-Purpose Room for purposes or activities deemed beneficial to the physical and/or mental health and wellness of the citizens and ratepayers of the Community.

#### North Kawartha Library Multi-Purpose Rooms:

It shall be the policy of the Township of North Kawartha to reserve use of the Multi-Purpose Rooms for purposes or activities deemed beneficial to the citizens and ratepayers of the Community.

**The Multi-Purpose Rooms are not available for operation of private businesses carrying out activities for profit.**

### Organization Information

Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

State Purpose: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please indicate which room your organization would like to book

Municipal Council Chambers

Council Chambers Boardroom

Multi-Purpose Room – Health Centre

Multi-Purpose Room – Library

### For office use only

Request Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Granted: \_\_\_\_\_ Approval Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Administrative Officer